

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:** FIRE CHIEF

**DEPARTMENT:** FIRE

**BASIC FUNCTION:**

Under broad administrative direction of the City Manager, to plan, organize, direct the management of the Fire Department which includes fire prevention, suppression, fire inspection, emergency medical services and disaster preparedness program activities; to perform difficult and responsible administrative work in connection with carrying out City and departmental goals, objectives and priorities; and to perform other related responsibilities as required.

**DISTINGUISHING CHARACTERISTICS:**

This is a single incumbent position serving as a member of the Leadership Team and a department head in a major service area. The Leadership Team is responsible for the development of City-wide policies, goals, objectives and priorities.

**KEY RESPONSIBILITIES:**

Direct all activities necessary to provide fire prevention, suppression, fire inspection, emergency medical services and disaster preparedness programs to the City, including directing the enforcement of state regulations, laws, codes and local ordinances; preparing and recommending adoption of City ordinances; and managing department personnel.

Direct the implementation of the City's policies and programs to ensure effective implementation of the City Council's goals and objectives and to maintain fiscal integrity.

Assist in the development of the City's overall goals, objectives, policies and priorities.

Analyze data, make recommendations, prepare reports and make presentations on the formulation of policy and procedure, and staffing and organizational requirements for the Fire Department.

Assist the City Manager in the preparation, coordination and analysis of annual department budgets; direct the preparation of multiple departmental work programs and annual budget.

Coordinate and provide responsible staff assistance to the City Manager, City Council and other City boards and commissions as assigned.

Conduct difficult policy and fiscal-related analytical studies and reports involving the evaluation of departmental operations and service programs.

Attend and make presentations at meetings of the City Council, and other City boards and commissions.

Attend conferences, schools and professional meetings to keep abreast of new developments in public administration, training and administration.

Represent the City in the community and at professional meetings as required.

Coordinate activities with other City departments and other public or private agencies.

Respond to and resolve difficult and sensitive inquiries and complaints.

May serve as Acting City Manager as assigned.

### **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

#### **Knowledge of:**

Principles, practices, techniques and procedures applied to the overall management of a municipal fire department.

Principles, practices and techniques of fire fighting, fire prevention, and code enforcement.

Applicable federal, state and local laws, ordinances, fire codes, and regulations.

City of Carlsbad fire department rules and regulations.

Principles, practices and procedures of standard business organization, administration, budget and personnel/labor relations.

Methods and techniques of research, statistical analysis and report presentation.

#### **Ability to:**

Plan, organize and direct the operations of a modern municipal fire department.

Provide administrative and professional leadership for the department.

Properly interpret and make decisions in accordance with laws, regulations, ordinances and policies.

Effectively formulate and administer sound departmental policy in the areas of general fire science, development-related issues, hazardous materials, emergency planning, incident command theory, fire master planning including city/county/district interrelationships.

Supervise the management of major fires.

Analyze fire and community problems and to plan philosophies, goals, objectives, policies and procedures which are tangible, achievable and measurable to meet needs.

Develop and administer annual and long-range programs and budgets.

Exercise sound judgment, tact, resourcefulness, and leadership in handling the administration of departmental personnel and in dealing with City officials, outside agencies, the public and the press.

Establish and maintain effective public relations and determine community needs.

Communicate effectively both orally and in writing.

Work well under pressure to meet deadlines.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to the education and experience that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

A bachelor's degree from an accredited college or university with a major in fire science, fire, business or public administration, human relations or political science; and eight years of increasingly responsible experience in all major functions of a municipal fire department, including at least five years in a command position.

A master's degree in public or business administration is highly desirable.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate valid California Driver's License.

Chief Officer Certification from the California State Board of Fire Services preferred. Possession of Penal Code 832 certification preferred. Executive Fire Officer Program preferred.

**PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings; wear a uniform when appropriate; work under adverse conditions, such as those inherent in attending emergency fire fighting situations.

This is an at-will management classification.

DATE APPROVED June 1999